

www.corrections.utah.gov/corrections/visiting

Incomplete or false information will result in a **DENIED application.*

1. Are you a current employee of the Utah Dept. of Corrections?
☐ YES ☐ NO
2. Are you an ex-employee of the Utah Dept. of Corrections?
☐ YES ☐ NO
3. Are you currently a volunteer, contractor, or student intern for the Utah Dept. of Corrections?
☐ YES ☐ NO
4. Are you an ex-volunteer contractor, or student intern for the Utah Dept. of Corrections?
☐ YES ☐ NO
5. Are you a victim of the inmate you are applying to visit?
☐ YES ☐ NO
6. Are any of your children a victim of the inmate?
☐ N/A ☐ YES ☐ NO

*****REQUEST FORMS ARE CONSIDERED INCOMPLETE UNTIL ALL REQUIRED DOCUMENTS ARE ATTACHED*** (SEE BACK FOR DETAILS)**

DOCUMENTS NEEDED FOR ADULT VISITORS

IMMEDIATE FAMILY	VISITOR'S RELATIONSHIP TO THE INMATE (You are the inmate's...)	DOCUMENTS REQUIRED ***SEE NOTE 1***		
	Spouse	DL, SS, MC		
	Parent	DL, SS, IBC		
	Step-Parent	DL, SS, IBC, VMC ***SEE NOTE 2***		
	Grandparent	DL, SS, IBC, IPBC-(Your Child)		
	Grandchild	DL, SS, VBC, VPBC		
	Son or Daughter	DL, SS, VBC		
	Step-Son or Step-Daughter	DL, SS, VBC, IMC ***SEE NOTE 2***-Married visitors of the opposite sex must also submit a copy of their marriage certificate.		
	Sibling or Half Sibling	DL, SS, VBC, IBC		
	Step-Sibling	DL, SS, VBC, IBC, PMC ***SEE NOTE 2***-Married visitors of the opposite sex must also submit a copy of their marriage certificate.		
	Son-in-law or Daughter-in-law	DL, SS, VMC, VSBC ***SEE NOTE 2***		
	Father-in-Law or Mother-in-Law	DL, SS, ISBC, IMC ***SEE NOTE 2***-Married visitors of the opposite sex must also submit a copy of their marriage certificate.		
	Brother-in-Law or Sister-in-Law	Visitor is single and is the sibling of the inmate's spouse. ***SEE NOTE 2***	Visitor is married to the inmates sibling. ***SEE NOTE 2***	Visitors of the opposite sex that are married and are the sibling of the inmates spouse. ***SEE NOTE 2***
		DL, SS, VBC, ISBC, IMC	DL, SS, IBC, VSBC, VMC	DL, SS, VBC, ISBC, IMC, VMC

NON-IMMEDIATE FAMILY	Girlfriend / Boyfriend NOTE 3***	***SEE	Visitor has never been married	Visitor has been divorced		Visitor has been widowed	
			DL, SS, VBC	DL, SS, VDD		DL, SS, DC	
	Uncle	Same Gender	DL, SS				
	Aunt						
	Nephew						
	Niece						
	Cousin	Opposite Gender	Visitor has never been married ***SEE NOTE 3***	Visitor is married	Visitor is divorced ***SEE NOTE 3***	Visitor is widowed ***SEE NOTE 3***	
	Friend		DL, SS, VBC	DL, SS, VMC	DL, SS, VDD	DL, SS, DC	
	Ex-Spouse						
	Ex-In-Law						
	Ex-Step-Parent						
	Ex-Stepchild						
	Step-Grandparent						

ABBREVIATIONS KEY

DL	Drivers license / state issued ID	IPBC	Inmates Parents Birth Certificate	VBC	Visitors Birth Certificate
DC	Death certificate (the visitors late spouse)	ISBC	Inmates Spouses Birth Certificate	VDD	Visitors Divorce Decree (signed by the Judge)
IBC	Inmates Birth Certificate	MC	Marriage Certificate	VMC	Visitors Marriage Certificate
IMC	Inmates Marriage Certificate	SS	Social Security Card	VPBC	Visitors Parents Birth Certificate
VSBC	Visitors Spouses Birth Certificate				

NOTES

1	All documents provided must be official government (county, state, or federal) issued documents. Birth certificates, Marriage certificates and Death certificates must have the file number or official seal visible. Copies of these documents are preferred and must be legible.
2	If the visitor is the opposite sex, the visitor must be accompanied by their spouse, the inmates spouse, or the inmates parents. Unaccompanied visitors who match this criteria will not be allowed to visit.
3	Only one single adult visitor of the opposite gender shall be permitted to be on the visiting list of any one single inmate at any given time, except for members of the inmate's immediate family. Married Inmates are not allowed single non-immediate family visitors of the opposite sex.
4	Visitors will not be allowed to turn in request forms and visit the same day. Visits are permitted only after the Visit Request is processed and approved. Visiting will notify the inmate of the approved or denied request. It is the inmates responsibility to notify the visitor of the result of the request process. Visitors who wish to be notified may include a stamped self-addressed envelope with their Visit Request.
5	Visitors may not bring minors with them until they have completed the Minor Visit Request form and the inmate or visitor has been notified of the approved request. Minor Visit Request forms are available at VCC.
6	Any questions the inmate may have regarding the visiting process, request form, or visiting status should be referred to the inmates unit Case Manager. Any questions the visitor may have about completing the visiting request form should be referred to VCC. Notification of the result of the request process will be made to the inmate. It is the inmates responsibility to notify the visitor of the result of the request process. Visitors who wish to be notified may include a stamped self-addressed envelope with their Visit Request.
7	The visiting clearance will expire 1 year from the day the visitor is approved. Visitors with expired clearances are removed from the inmates visiting list. It is the visitors responsibility to fill out and submit a Renewal Form to visiting before their clearance expires.

It is the policy of the Department that: visitation is a privilege, not a right, afforded to inmates/visitors at the Utah State Prison.

Visitors and inmates shall comply with all USP visiting rules and policies.

It is the responsibility of the inmate/visitor to know and understand the Summary of Visiting Rules prior to the first visit.

Copies of the Summary of Visitor Rules and Regulations can be obtained from VCC

04/14/2008

Send the completed Visit Request form
with the required documents to:
VISITING
P.O. BOX 250
DRAPER, UT 84020
Faxed Request forms are not accepted